

# Workshop on Report Writing

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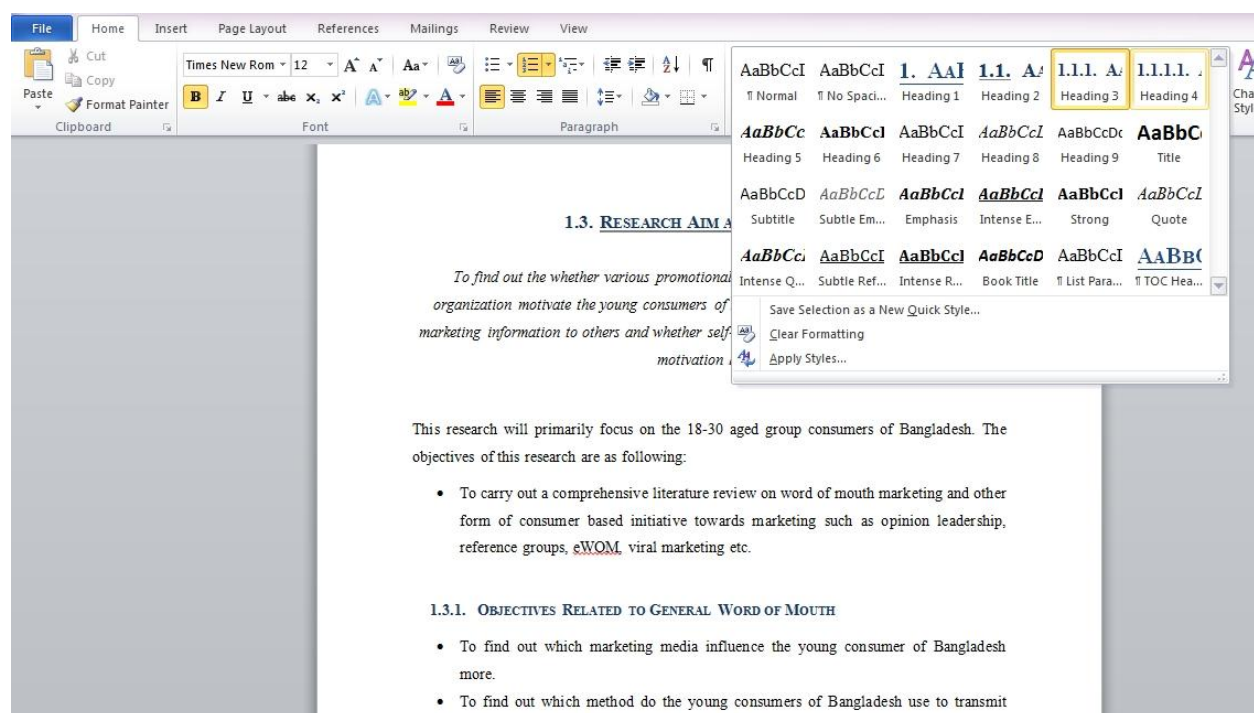


Figure 1: Using Heading, Subheading:

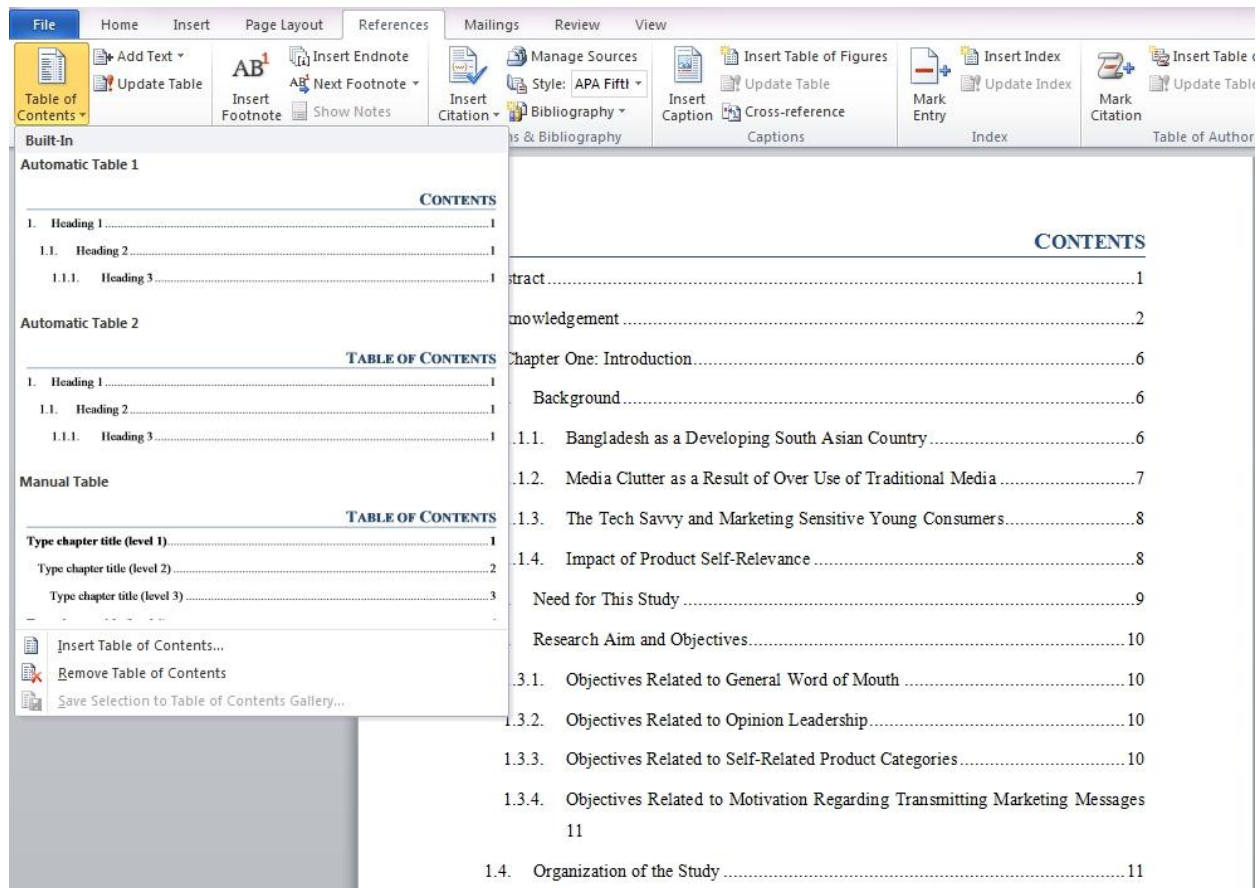


Figure 2: Creating TOC



Figure 3: Indenting

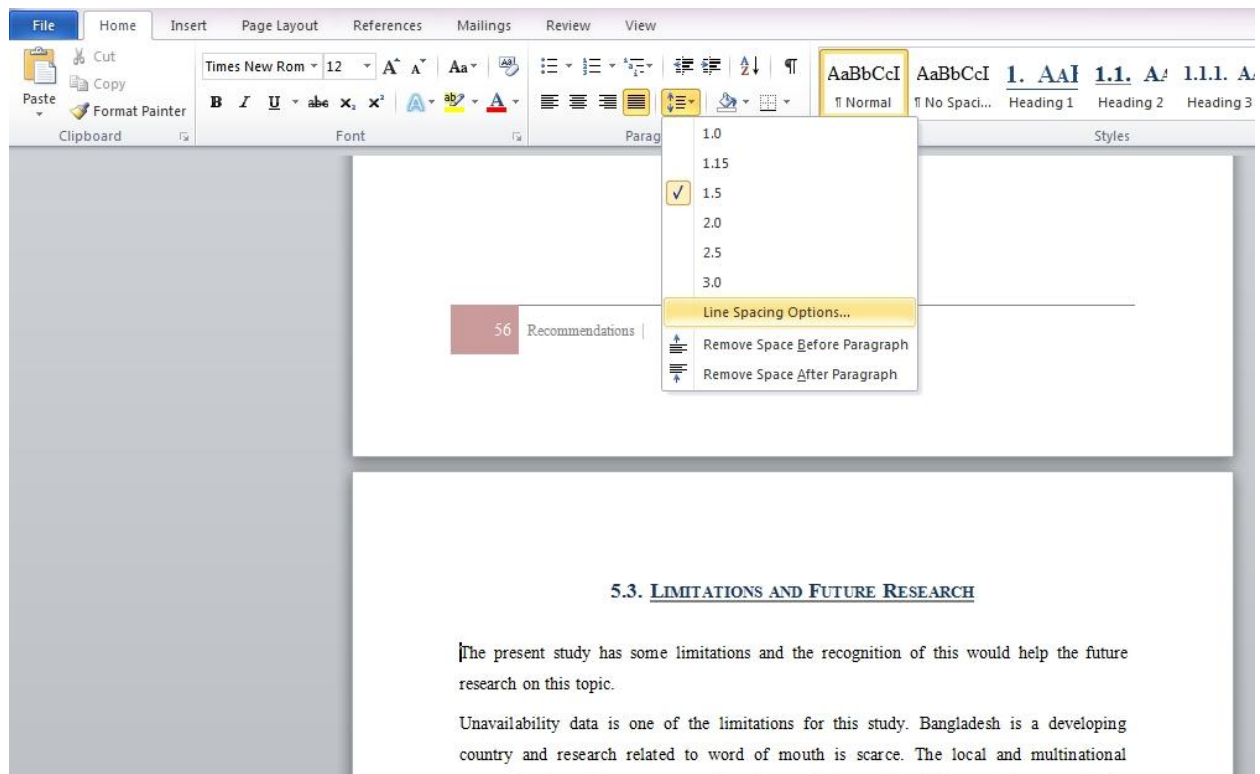


Figure 4: Paragraph & Line Spacing

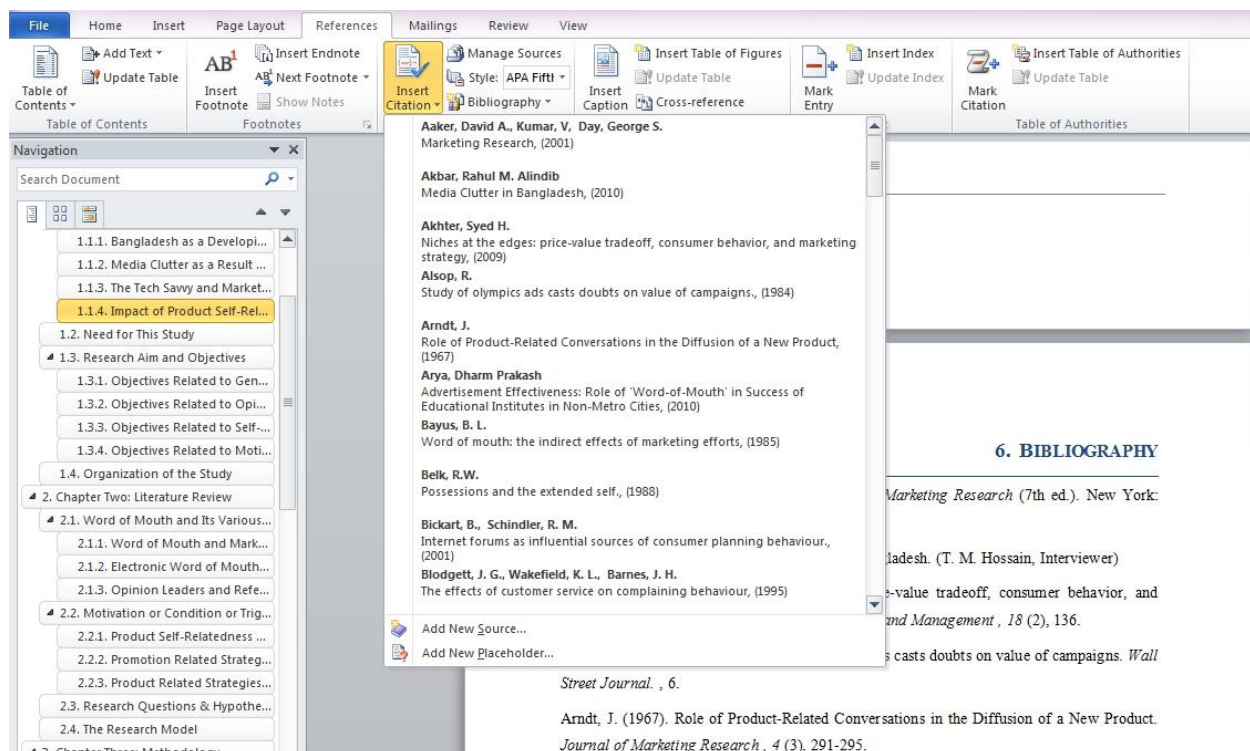


Figure 5: Bibliography

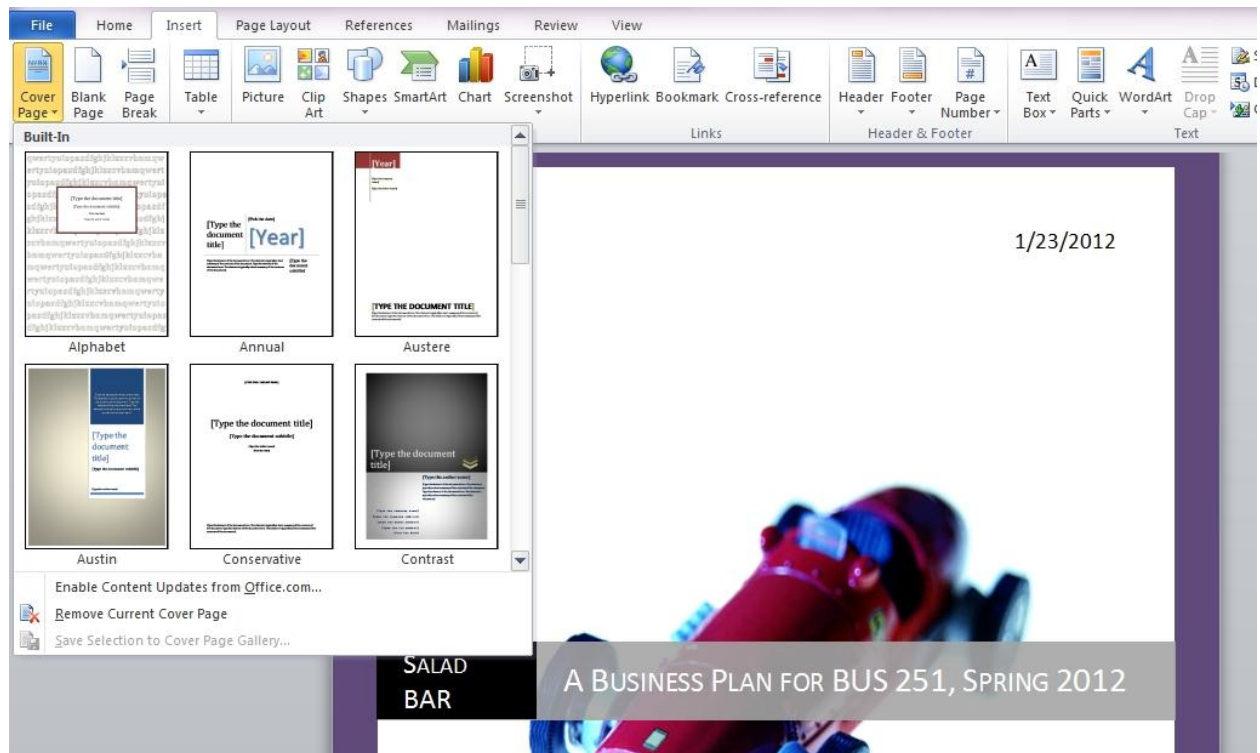


Figure 6: Cover Page

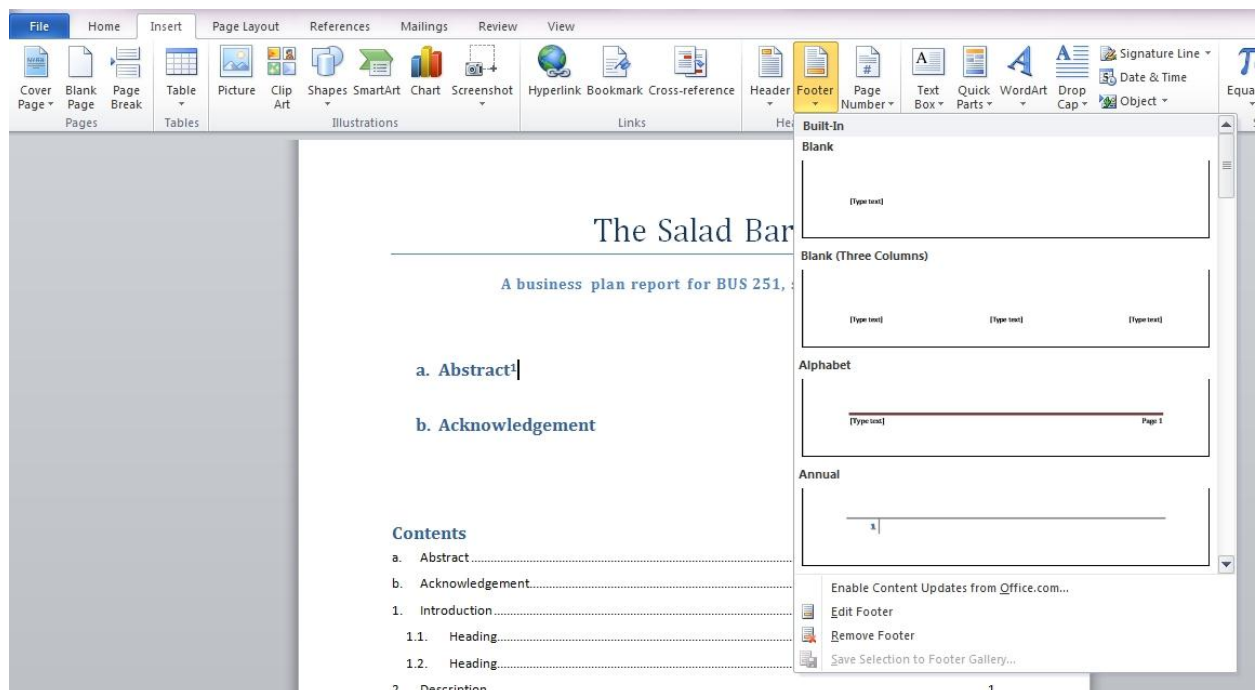


Figure 7: Header Footer



Figure 8: Endnote Footnote

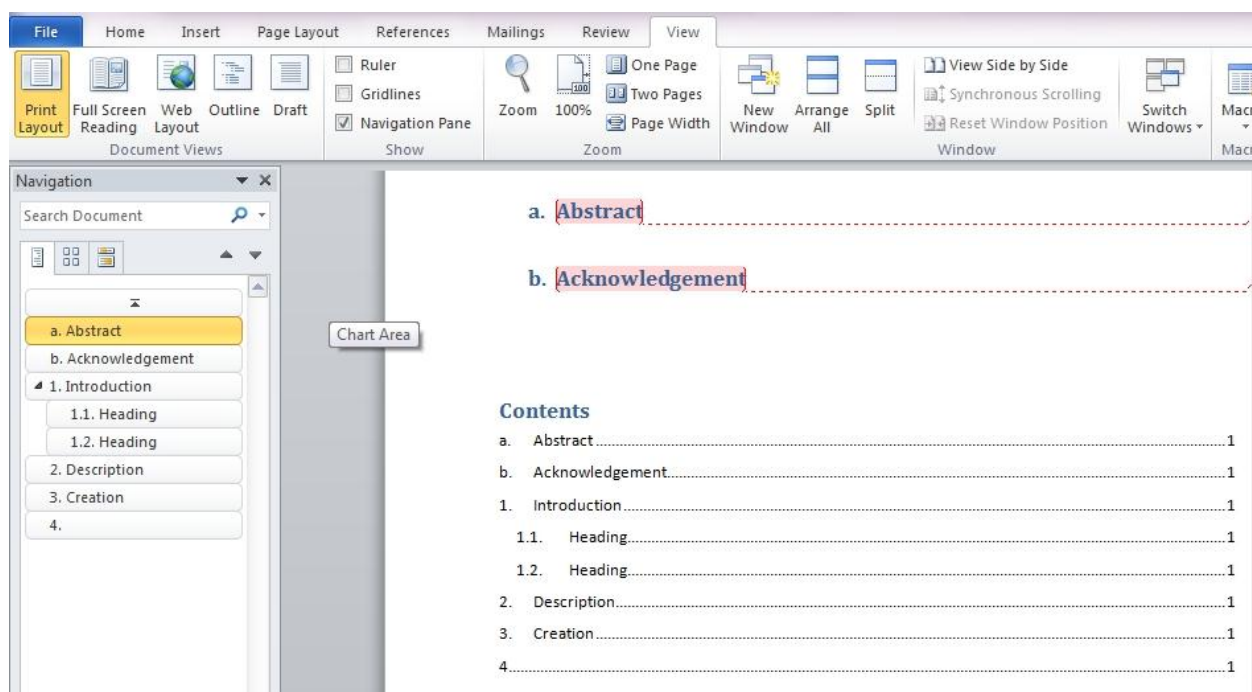


Figure 9: Using Navigation Pane



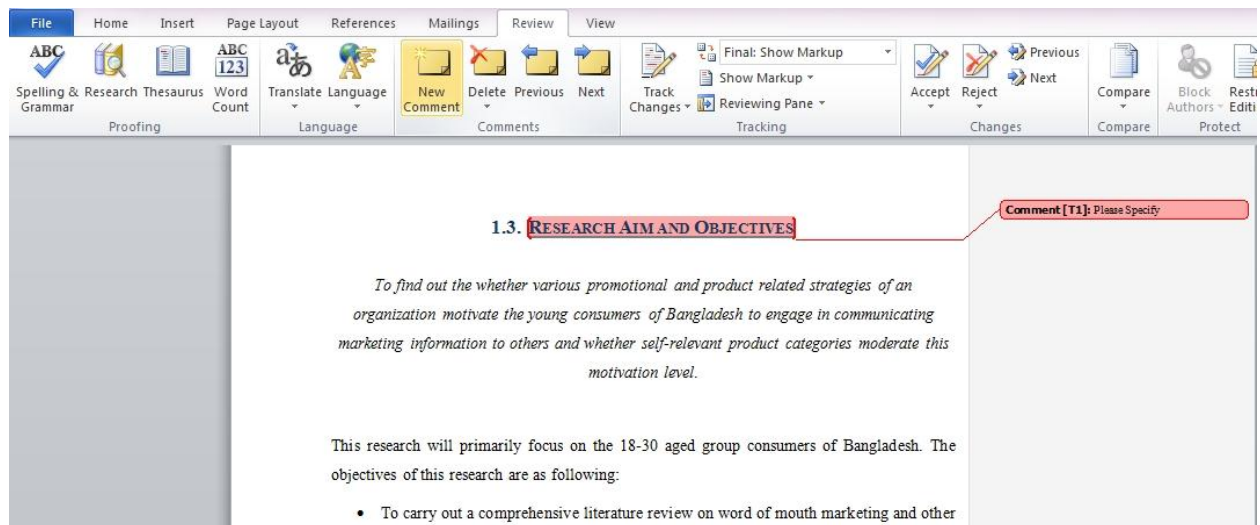


Figure 10: Inserting Comments

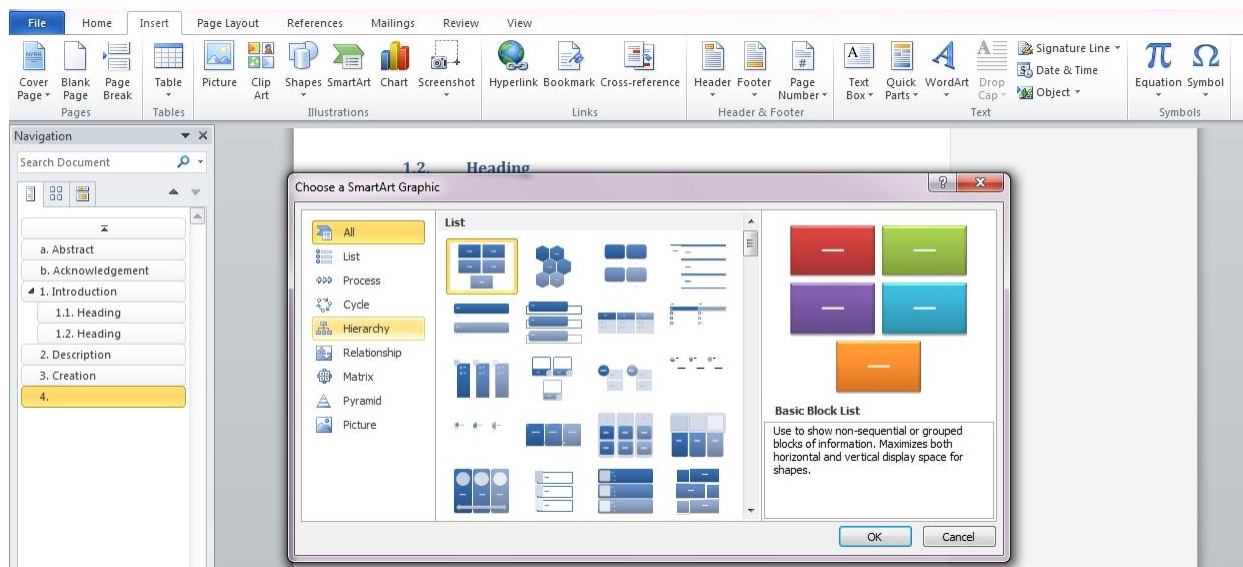


Figure 11: Inserting Charts, Smart arts etc.